

ADMINISTRATIVE GUIDELINES

Liberty Bell Chapter #6

Officers and Executive Committee

The Liberty Bell Chapter #6 represents Southeastern Pennsylvania and Delaware Pioneers currently consisting of nine councils. These councils are configured within the five county Eastern Area of Pennsylvania [Bucks, Chester, Delaware, Montgomery and Philadelphia Counties] and the State of Delaware. The powers and duties of the officers and executive committee are outline in Article XI – Rules of Operation and the provisions in the Associations’ By-Laws.

The officers and executive committees of Liberty Bell Chapter #6 consist of the following configuration.

Chapter and Council Officers and Executive Committees:

- **President**
- **1st Vice President**
- **2nd Vice President**
- **Member-At-Large [Minimum 2, Maximum 4]**
- **Past President [Immediate Past President]**

- **Secretary [Appointed/Non-Voting Member]**
- **Treasurer [Appointed/Non-Voting Member]**

Note:

The respective Council Presidents are also members of the Chapter’s Executive Committee with voting privileges.

Liberty Bell Chapter #6 – Councils	
Caesar Rodney (DE)	Jenkintown (PA)
Diamond State (DE)	Northeast (PA)
	Southern (PA)
Germantown (PA)	Upper Darby (PA)
Headquarters (PA)	West (PA)

General Notes:

1. **Meetings:** *If you miss three [3] consecutive meetings and the reasons are not warranted, you may be asked to step down from your position. This includes Chapter and Council Meetings. If you can not attend these meetings a representative should be sent on your behalf.*

All due dates must be kept and when a meeting time is set the time should be adhered to.

The Chapter President must be sent an invitation to all Council meetings. If the President cannot attend, then the President will assign a Vice President or a Member-at-Large to represent the Chapter.

All meeting minutes and applicable attachments [i.e.: Motions, Outstanding Items, Attendees] must be filed in the Pioneer Office, with a copy sent to Salem [Pioneer Accounting Center] and Steve Kohn [electronic file if possible].

2. **Treasurer's Report:** *Treasurer's Reports must be turned in to the Chapter Treasurer no later than the end of the following month [i.e.: August Report is due at the end of September]. The Council reports should show that you have reconciled/balanced your records against the PAC Financial Summary.*
3. **Council Reports:** *Each Council President will prepare a monthly report outlining Council activities and events associated with their respective committees and membership participation. This report should also include general information on scheduled meetings. These monthly reports should be given to the Chapter Secretary for file.*
4. **Two Positions/Titles:** *No one shall hold two elected Chapter or Council Pioneer offices. No Pioneer can hold an elected office at Chapter level and at the TP level. To avoid conflict of interest the Chapter Executive Board must approve an appointed position.*

Reference:

- Rules Of Operation for Chapters of TelecomPioneers
- TelecomPioneers By Laws

Meeting Format - Order of Business

Shown below is the recommended meeting agenda/format structure to be followed by the Chapter and Council. Minutes associated with the respective meeting[s] will reflect these specific format components.

■ **Meeting Agenda Format**

Invocation *[Usually Performed by the 1st VP]*

Pledge of Allegiance *[Usually Performed by the 1st VP]*

Mission/Vision Statements *[Usually Performed by the 1st VP]*

Minutes of Last Regular Meeting Reviewed and Approved

Treasurer's Report Reviewed and Approved

President's Reports - Council Presidents

Old Business Review and Updates

New Business

Chapter Committee Reports - Chairperson or Co-Chairperson

Remarks from Members-At-Large and Guests *[As Applicable]*

Other Discussions or Remarks *[Attendees – As Applicable]*

Announcement of Next Meeting *[As Applicable]*

Adjournment

Notes:

- 1. All parliamentary procedures shall be in accordance with Roberts Rules of Order.**
- 2. All approved 'motions' shall be shown separately as an attachment to the minutes. (Motion Form available on the Regional and Chapter Webpage.)**
- 3. 'Participation Summary Sheet' for the Verizon Foundation is required to be completed monthly by the Councils and sent to Steve Kohn.**
- 4. All Council President and Committee Reports [as applicable] will be included in the minutes as attachments.**

TelecomPioneers Mission Statement and Vision

Mission Statement

TelecomPioneers is a network of current and former telecom industry employees and their families who volunteer to address community needs. We represent our companies' and the industry's commitment to responsible corporate citizenship.

Our Vision

We are the recognized world-class leader in volunteerism. We are respected and valued by our members, our corporations, the global community and the telecom industry. We are committed to the diversity and personal growth of our members, the success of our companies and to improving the quality of life in our communities.

WEB SITE REFERENCES

For general information listed below are the various TelecomPioneer 'Web Sites'.

- **www.verizonlibertybellophone.com** *(Chapter)*
- **www.verizonpioneers.com** *(Verizon - Regional)*
- **www.TelecomPioneers.org** *(Association - Denver)*

Note:

Liberty Bell Chapter's Web Master will be responsible for the on-going administration and management of the web site. Any articles, additional reference material/data, changes or modifications to existing records must be sent to the web master for entry. Reference the Chapter's Directory for the web master's e-mail and/or address.

ADMINISTRATIVE GUIDELINES

Liberty Bell Chapter #6

Financial Procedures and Responsibilities

The purpose of this administrative guideline is to outline specific procedures to be adhered to in processing Chapter/Council monies, and the subsequent treasurer's responsibilities in maintaining accurate and comprehensive records of all financial transactions.

The respective Treasurers are the custodians of all its unit's monies and shall maintain accurate financial records showing all receipts and disbursements of funds.

- **All monies received for any event [i.e.: fellowship breakfast, reunion weekend, community service project expenses] must flow through the respective Chapter and/or Council Treasurer for auditing purposes. No money from these specific events may be disbursed from CASH COLLECTED.**
- **Separate bank accounts [personal or otherwise] shall not be permitted to support any committee and/or event/activity. [Use of personal checking or saving accounts to handle Pioneer monies is not permitted.] All financial transactions must be processed through the PAC. The Chapter and Council President[s] has overall responsibility to insure that this practice is followed.**
- **The TelecomPioneer Voucher [TPF1] must be completed in full and accompanied with receipts and approved as required. Prior to each new Pioneer term a Authorization Voucher - Signature Approval Form must be completed and filed with the appropriate entities. [All voucher must be approved and processed within 30 days.]**
 - **Authorization Voucher – Signature Approval, must be sent to (as indicated below) prior to January 1st of each new year :**

Original Copy – PAC [Salem, MA]

Copies – Chapter Treasurer and Council Treasurer

[Note: The Council President should retain a copy for their

file as well. The TPF1 Voucher Form and Authorization Signature Form can be found on the Verizon Regional Webpage and/or Chapter Webpage.]

- **The Treasurer will keep its respective Executive Committee [Chapter or Council level] fully advised on all transactions associated with the unit's funds. The Executive Committee has authorization to direct the utilization and disbursements of these funds. The Executive Committee must approve all disbursements for contributions; expenditures for on-going projects/activities; purchases of supplies; and/or equipment and material donated to support approved projects/activities [i.e.: Wish Lists, Nursing Homes, Special Needs, and internal Chapter/Council requirements.]**
- **All Chapter and Council funds will be kept in the PAC [Pioneer Accounting Center], as the Executive Committee has designated.**
- **Council Treasurer Report[s] must be turned in to the Chapter Treasurer no later than the following month. Report[s] should show that you have reconciled/balanced your records against the PAC Financial Summary [sent to you by the 1st of the proceeding month]. These reports will be subject to internal and external audits.**
- **The Pioneer chairing an event/activity shall prepare a TPF1 [Voucher] Form immediately after the event indicating all expenses incurred. The completed voucher with receipts must be submitted to the respective Treasurer [Chapter or Council as applicable] for processing. Also, an "Activity Form" [Attachment 002-B] must be completed by the event chairperson and sent to the respective Treasurer.
[Note: Sponsored Chapter events will be processed by the Chapter Treasurer and subsequently, Council events will be processed by the Council Treasurer. Reference Treasurer Training for specific details.]**
- **Units who plan to pay for their President's ticket to attend another unit's social activities should prepare a voucher to transfer the applicable funds [ticket cost] to the other unit's 'General Account'; unless otherwise agreed upon prior to the purchase of the ticket[s].**
- **Units are not to give cash to be used for social functions at the beginning of a President's term. As the President attends such functions, they should submit a TPF1 [Voucher] with receipt or flyer for reimbursement.**

- **TelecomPioneers Cash and Check Handling Policy (June 2008) is contained on Attachment 002-A.**
- **Public Transportation, Mileage and Parking**

Currently in-effect the reimbursement for expenses incurred for public transportation, mileage and parking are outlined below as approved by the Chapter Executive Committee:

- **Public Transportation - \$15 per day.**
- **Mileage - \$.25 per mile.**
- **Parking - \$15 per day.**

Approved travel expenses to Chapter and/or Council meetings will be reimbursed [as applicable] by the appropriate entity.

- **Meeting, Training and Special Events Expenses**
 - **Annual Meeting**

The delegates [5] attending the Association's Annual Meeting consist of the following, unless otherwise notified of a change:

**Chapter President
Chapter 1st Vice President
Chapter 2nd Vice President
Chapter Past President
Chapter Member-At-Large [selection process below]**

Annual Meeting – Member-At-Large [MAL] Selection Process

- **In the event one [1] MAL is to be selected as a delegate to attend the Annual Meeting the following process will be used.**

The Chapter President will pole the MALs to determine who has already attended an Annual Meeting.

- **If 3 of the MALs have already attended, the 4th MAL who has never attended will go.**
- **If 2 of the MALs have already attended, then the Chapter**

President will have the Executive Committee determine which of the remaining 2 MALs will be the delegate (via a vote).

- **If 1 of the MALs has already attended, then the Chapter President will have the Executive Committee determine which of the remaining 3 MALs will be the delegate (via a vote).**
- **If none of the MALs have attended, then the Chapter President will have the Executive Committee determine which one of the 4 MALs will be the delegate (via a vote).**
- **In the event two [2] MALs are to be selected as delegates To attend the Annual Meeting the following process will be used.**

The Chapter President will pole the MALs to determine who has already attended an Annual Meeting.

- **If 3 of the MALs have already attended, the one who has never attended will automatically be selected to go.**

Then the Chapter President will have the Executive Committee determine (via a vote) which one of the remaining 3 MALs will be the second delegate.

- **If 2 of the MALs have already attended, then the remaining 2 MALs will be the delegates.**
- **If 1 of the MALs has attended, with the remaining 3 MALs the Chapter President will have the Executive Committee determine (via a vote) which two will be the delegates.**

Travel expenses will be covered for the delegate and if the budget allows (based on the Executive Committee's approval) their partner, significant other or guest would be covered. Lodging expenses will be paid only for the designated Annual Meeting days. Additional personal lodging is the responsibility of the delegate/attendee. All scheduled meals during the Annual Meeting are provided by the Associations. Any other meals or entertainment cost incurred will be the responsibility of the delegate/attendee.

[Note: Based on budgetary considerations - the Chapter could

pay for one private meal for the delegates/attendees if approved by the Executive Meeting prior to the meeting.]

■ **Verizon – Regional Face To Face Meetings**

The Chapter President and 1st Vice President [as designated] will attend these regional meetings [as applicable].

Travel expenses [transportation, lodging, meals] associated with the meeting days only for these attendees will be accepted/authorized, as approved by the Executive Committee. Any additional expenses incurred will be the responsibility of the attendee.

■ **Regional Pioneer Training and Awards Meeting**

The attendees [unless specifically designated] will be the following:

**Current Chapter President
Incoming Chapter President
Incoming Chapter Treasurer**

Incoming Council Presidents [Only if approved by the Executive Committee and reviewed for budgetary consideration.]

Travel expenses will be covered for the designated participants only. Lodging expenses will be paid only for the designated Training/Meeting days. Additional personal lodging will be the responsibility of the delegate/attendee.

All scheduled meals during the Training/Meeting usually are provided by the Region. Any other meals or entertainment cost incurred will be the responsibility of the participant.

[Note: Based on budgetary considerations - the Chapter could pay for one private meal for the participants if approved by the Executive Committee prior to the meeting.]

Pioneer Hall of Fame Honoree

The 'Hall of Fame' honoree and his/her partner, significant other or guest's travel expenses and lodging will be covered by

the Chapter for the days designated for the meeting. Any other expenses, which would include additional personal lodging days, meals or entertainment expenses will be the responsibility of the participant.

■ **Chapter Reunion Weekend**

The Chapter President and the Chapter Social Chairperson [Reunion Committee Chairperson] and their respective partner, significant other or guest will have their lodging paid for by the Chapter.

[All anticipated/related reunion expenditures (i.e.: a vehicle used to setup in advance, supplies, refreshments and etc.) must be approved by the Executive Committee prior to the event.]

■ **Chapter Recognition Luncheon**

This designated end of year luncheon is to recognize the outstanding volunteer contributions [individual and Council level] made during the current Pioneer year.

Luncheon expenses for all individual honorees and their partner, significant other or guest will be paid for by the Chapter.

Also, the luncheon expenses for the following officers will be paid for by the Chapter.

- **Chapter President**
- **Chapter 1st Vice President**
- **Chapter 2nd Vice President**
- **Chapter Members-At-Large**
- **Chapter Treasurer**
- **Chapter Secretary**
- **Council Presidents**

All other Pioneers and their guest will be responsible for paying for lunch.

[Note: The Recognition Luncheon Committee will obtain approval from the Executive Committee on the location and all associated/related expenses prior to the event for budgetary consideration.]

TelecomPioneers Cash and Check Handling Policy June 2008

Effective Date: June 16, 2008
Board Approval Date: May 29, 2008

Cash and Check Handling Policy for TelecomPioneers Chapters, Councils & Clubs

SCOPE: This document sets forth a policy for handling Cash and Checks (hereinafter referred to as "Funds") for TelecomPioneers chapters, councils and clubs (hereinafter referred to as "Pioneer Units"). The policy provides direction regarding procedures that are to be followed when receiving/handling funds. The policy is developed to safeguard TelecomPioneers' assets and to protect the organization and individuals from the suspicion of fraud, theft or embezzlement.

A Pioneer Unit's funds are to be remitted and maintained by its respective PAC (Denver or Salem). Funds are not to be maintained outside of PAC's oversight.

Policy

1. Funds received at Pioneer events are to be collected, counted, and recorded at the event by two members of the Pioneer Unit, including one officer, if possible. When there are multiple sources of revenue, each revenue source (i.e. funds collected at the door for a luncheon, 50/50 raffle, silent auction, etc.) is to be recorded as a separate entry on the **Event Activity Sheet**.
2. In the event of a 50/50 raffle, funds collected are to be counted and recorded by two members, including one officer, if possible, before distributed to winners. Funds distributed to winners are to be recorded on the Event Activity Sheet along with their names and addresses. If the award is over \$600, social security numbers of the winners are to be included for tax purposes.
3. An Event Activity Sheet is to be completed and signed by two members, including one officer, if possible. It is to include all revenue and expenses for the event or activity. A copy is to be maintained by the Pioneer Unit's treasurer.
4. A TP1 form(s) is to be filled out for expenses requiring reimbursement.
5. Pioneer Units using the Pioneer Banking Center, are to obtain a money order for cash collected from an appropriate outlet. Checks, money orders, an Event Activity Sheet, and TP1 form(s) are to be mailed to your PAC finance associate within two business days of the event.

- 6. A Pioneer Unit that has yet to move to the Pioneer Banking Center, should deposit funds into its local bank. Deposit slip(s), an Event Activity Sheet and TP1 form(s) are to be mailed to your PAC finance associate within two business days of the event.**

- 7. The IRS now requires a receipt for all contribution deductions taken on individual tax returns. Therefore, a TP22 (Receipt for Charitable Contributions) is to be provided to the donor upon request. The TP22 is to include total contributions less the value of any goods or services received by the donor. For example, if cash collected at a luncheon is \$25 per person and the cost of the lunch is \$10 per person, the TP22 receipt is to be for \$15.**



EIN # 16-1634095
501 (C) (3) Public Charity

RECEIPT FOR CHARITABLE CONTRIBUTIONS

Receipt for _____

\$_____ as a contribution to TelecomPioneers.

Your gift is tax deductible to the extend permitted by law.

Thank you for your interest and support.

 Pioneer Representative (signature)

 Date

 Pioneer Representative (PRINT Name and Title)

Contributions are tax-deductible for individual donors under Section 170 (c) (2) of the Internal Revenue Code of 1986. A donor may not claim a deduction for any contribution of cash, a check or other monetary gift made on or after January 1, 2007, unless the donor maintains a record of the contribution in the form of either a bank record (such as a cancelled check) or a written communication from the charity (such as a receipt or a letter) showing the name of the charity, the date of the contribution, and the amount of the contribution. For Contributions over \$250, a receipt is required to claim tax deduction.

Receipt is to be for contributions less value of any goods or services received by the donor.



EIN # 16-1634095
501 (C) (3) Public Charity

RECEIPT FOR CHARITABLE CONTRIBUTIONS

Receipt for John Smith

\$ 50.00 as a contribution to TelecomPioneers.

Your gift is tax deductible to the extend permitted by law.

Thank you for your interest and support.

Deborah L. Foley May 15, 2008
Pioneer Representative (signature) Date

Deborah L. Foley, President WJ Denver Chapter #20, Verizon TelecomPioneers
Pioneer Representative (PRINT Name and Title)

Contributions are tax-deductible for individual donors under Section 170 (c) (2) of the Internal Revenue Code of 1986. A donor may not claim a deduction for any contribution of cash, a check or other monetary gift made on or after January 1, 2007, unless the donor maintains a record of the contribution in the form of either a bank record (such as a cancelled check) or a written communication from the charity (such as a receipt or a letter) showing the name of the charity, the date of the contribution, and the amount of the contribution. For Contributions over \$250, a receipt is required to claim tax deduction.

Receipt is to be for contributions less value of any goods or services received by the donor.

Verizon TelecomPioneers – Liberty Bell Chapter #6

ACTIVITY REPORT

Chapter: _____ **Council:** _____
Date of Activity: _____ **Location:** _____
Chairperson: _____
Telephone #: _____

TYPE OF ACTIVITY

- Community Service
 Fund Raising
 Environmental
 Social
 Educational
 Hobby
 Other (Describe) _____

Line	Receipts	Number of Participants	Adm. Price Or Unit Cost	\$ Amount
1	Total Participants and Amount			\$
	Other Receipts – Describe			
2				
3				
4				
5				
6	Gross Receipts (Sum of Lines 1 to 5)			\$
	Disbursements (Itemize)			
7				
8				
9				
10				
11				
12				
13				
14	Gross Disbursements (Sum of Lines 7 to 13)			\$
15	Net Gain Or Loss (Line 6 Less Line 14)			\$

Reviewed And Approved:

_____ (Name)

_____ (Date)

_____ (Title)

ADMINISTRATIVE GUIDELINES

Liberty Bell Chapter #6

Standing Committees/Responsibilities

The chairperson and co-chairperson[s] of the standing committees within Liberty Bell Chapter #6, will be appointed by the Chapter President prior to the beginning of their respective term in office. These positions are not term sensitive and can be retained until a change is requested by the incoming Chapter President. However, prior to each new term, these positions should be reviewed and confirmed for personnel retention [as applicable].

Committees:

Clown Alley Committee - *Will provide clown training for all regular and Life Member Pioneers. They will have representation at and participate in community service, social and special Pioneer events/activities.*

Community Service Committee - *Will participate in those activities, which benefit the community, and perpetuate the service traditions of the Association and industry. It will also, provide the opportunity for personal development and satisfaction through serving others.*

Environmental Committee - *Will regard environmental protection as an important test of good citizenship. All of their endeavors should be directed toward improvement of the quality of life.*

External Media Committee - *Will be responsible for contributing Pioneer news regularly to company publications and provide publicity about Pioneering to local media via, newspapers, television and video presentations.*

Fellowship Committee - *Will care for welfare activities such as visiting, telephoning and sending greeting cards to sick members. Providing sympathy cards or flowers for bereaved families.*

Fund Raising Committee - *Will plan and carry out activities to raise funds for the support of Pioneer projects.*

Group Leader Committee – Will be comprised of representatives responsible for groups of council members in a given location. It will assist all committees and act as a council contact with all members.

Historical and Information Committee – Will publish a council periodical and also contribute to the Chapter publication. It will also be responsible for preparing and maintaining a council history using a collection of historical pictures, materials and manuscripts.

Literacy Committee – Will endeavor to develop and maintain an interest in those activities, which benefit the community with education development.

Long Range Committee – Will be chair by the current Past Chapter President and made up of the most recent Past Presidents to oversee the organization and mentor activities in support of the membership. Conduct long range studies and initiate suggestions and recommendations on any phase of Pioneering to the Executive Committee.

Membership Committee – Will endeavor to bring into the organization all that are eligible for membership. Will maintain the master membership lists for the Council and will provide on request membership outputs.

Nominating Committee – Will be chaired by the current Past Chapter President and shall be made up of the most recent Past Council Presidents and the Members-at-Large. Responsibilities of this committee are to serve in an advisory capacity to the Executive Committee. The annual election committee shall submit a list of nominations for approval of the Executive Committee for elective positions. The ballots will then be created and mailed out to the membership.

Participation Committee – Will collect for the respective Councils all hours and Pioneer activities /items and record them in PALS as required.

Pioneer Partner Committee – Will encourage the participation of spouses and partners of Pioneers in all Pioneer activities/events.

Social Activities Committee – Will plan and supervise all features of hospitality and entertainment in connection with all Pioneering activities.

Special Committees:

These Special Committees support ongoing [long standing] activities/events particular to specific requirements/needs. They are in effect for selected Chapter/Council participation and/or interest of its membership. These committees are as follows.

- **Chatter [Newsletter/Publication]**
- **Hobby and Education**
- **MAP [Painting and Electronic]**
- **Sewing Group**
- **Talking Books**
- **Toy Modification**
- **Special Projects [i.e.: Chapter's Special Needs Party]**
- **Pioneer Office Management**

Note:

- 1. The Committee Chairperson will be responsible for providing monthly committee reports [or as required by the Chapter President]. These reports shall be submitted to the Chapter Secretary for file; and as applicable maybe given orally [as requested] at the respective Chapter Meeting[s].**
- 2. Separate bank accounts shall not be permitted to support these committees. Use of personal checking or saving accounts to handle Pioneer monies is not permitted. All financial transactions must be processed through the PAC. The Chapter President has overall responsibility to insure that this practice is followed.**
- 3. If photos are planned to be taken at an event, the committee chairperson should review the "Photography Guidelines" [Photo Release Form and Wheelchair Ramp Release Waiver] available on the Regional Webpage [Documents and Forms].**

ADMINISTRATIVE GUIDELINES

Liberty Bell Chapter #6

Chapter “Call Line Procedures”

Any Pioneer with notification/acknowledge of a death or illness should call the Chapter President, who has the responsibility to immediately initiate the ‘Call Line Procedure’. The Chapter President should obtain [as applicable] information pertaining to the notification to be relayed during the call-out process.

Notification Procedures:

1. Chapter President

When the Chapter President is notified of a death or illness, he/she contacts ...

- **Chapter 1st and 2nd Vice Presidents**
- **Chapter Members-At-Large [4]**
- **Chapter Fellowship Chairperson [if not available, call the Fellowship Co-Chairperson]**
- **Initiates as applicable/upon request an announcement on the ‘Chapter Pioneer Office Hot Line’ ... 215-466-6088**

2. Chapter 1st Vice President

The 1st Vice President will notify the following ...

- **Chapter Secretary**

Council Presidents

- **Caesar Rodney Council**
- **Germantown Council**
- **Headquarters Council**
- **Jenkintown Council**
- **Northeast Council**

3. Chapter 2nd Vice President

The 2nd Vice President will notify the following ...

- **Chapter Treasurer**

Council Presidents

- **Diamond State Council**
- **Southern Council**
- **Upper Darby Council**
- **West Council**

4. Council Presidents

- **It is the responsibility of the Council Presidents to initiate his/her internal Call-Out Procedures as soon as possible for notification to their respective membership. A copy of these 'Call-Out' procedures should be filed with the Chapter President and reviewed annually.**

Procedure Notes:

- **If the respective Council President you are assigned to call is not available, please contact the Council's 1st Vice President or the Council's Fellowship Chairperson or Secretary. If you leave a voice message or e-mail, please request a 'call back' to verify that the message was received.**
- **If you would like a message to be placed on the 'Chapter Hot Line' regarding someone in your Council who is well known to the membership, call the Pioneer Office on 215-466-3545 and leave detailed information. Since there is limited time to give announcements on the recording, we may not be able to honor your request. Also, it is recommended that our members regularly call the Chapter 'Hot Line' [215-466-6088] for special announcements, as well as, death/illness notices.**

The attached provides a sample layout of the Chapter's 'Call Line' contact list.

Telecom Pioneers Liberty Bell Chapter #6

Chapter – “Call Line Contact List”

Date: _____

Reason: **Illness/Death Notice or Special Announcements**

1. Chapter President Contacts:

	Name	Telephone #
Chapter 1 st Vice President	_____	_____
Chapter 2 nd Vice President	_____	_____
Chapter Members-At-Large [4]	_____	_____
	_____	_____
	_____	_____
Chapter Fellowship Chairperson	_____	_____

2. Chapter 1st Vice President Contacts:

- Chapter Secretary _____

Council Presidents ...

- Caesar Rodney Council _____
- Germantown Council _____
- Headquarters Council _____
- Jenkintown Council _____
- Northeast Council _____

3. Chapter 2nd Vice President Contacts:

- Chapter Treasurer _____

Council Presidents ...

- Diamond State Council _____
- Southern Council _____
- Upper Darby Council _____
- West Council _____

4. Council President Contacts:

Initiates internal Council Call Out Procedures

Administrative Note:

To leave a message for the Pioneer Office call 215-466-3545. Check the Chapter Hot Line number ... 215-466-6088 for information. As applicable, an E-Mail with all the information should be sent to members as soon as possible.

ADMINISTRATIVE GUIDELINES

Liberty Bell Chapter #6

Pioneer Awards

There are three internal Council Awards to be presented each year during the Chapter Recognition Luncheon. These awards are as follows:

- **Council of the Year**
- **Pioneer in Excellence**
- **Pioneer Partner in Excellence**

Council of the Year

This is the Liberty Bell Chapter Presidential Award, which was established in June 1993 for outstanding community service, education, and environmental contributions by a Council. The selection of the outstanding Council will be made by the Executive Committee.

The respective Councils should submit a written document of no more than two pages explaining an activity or activities that should be considered for recognition. All entries must be received by the designated date, which will be determined by the Chapter President.

Entries should include the following:

- **Media or other visible internal and external recognition or exposure.**
- **Innovative project[s] supporting community service, domestic abuse, education and/or environmental programs.**
- **Supporting Chapter initiated programs and activities.**
- **Inline with sponsor companies' goals.**
- **Partnership with other community groups.**
- **Involvement of various groups.**

A monetary award of \$500 [charitable funds] will be awarded to the selected Council. The Council receiving the award must spend the money on charitable efforts in their respective entities. In turn, the Council must match the money award [\$500]. All monies matched must be used for charitable projects.

Pioneer in Excellence

The criteria for selecting candidates will be as follows:

- **Must be a Liberty Bell Chapter Pioneer.**
- **Previous winners of this award can be considered again after a 3 year interval.**
- **One candidate from each Council can be nominated.**
- **Pioneer Partners cannot be submitted for this award.**

Qualities to be considered:

- **Shares their ideas with other members.**
- **Should be active in community service, domestic abuse, education and/or environmental projects.**
- **Always willing to help and is an active volunteer.**
- **Sets examples by their actions and deeds.**
- **Unselfish and gives of their time.**
- **A team player/worker.**

A write up specifically stating the qualities to be considered including Pioneering background [past and present involvement]; offices held; and committees worked on and chaired, must be completed as required.

The Council's executive board must select and then submit the name of one Pioneer, who has made an outstanding contribution to Pioneering.

The nomination documentation must be received by the designated date, which will be determined by the Chapter President.

Pioneer Partner in Excellence

The criteria for selecting candidates will be as follows:

- **The candidate must be a 'Partner' of a Liberty Bell Chapter Pioneer.**
- **Previous winners of this award can be considered again after a 3 year interval.**
- **One candidate from each Council can be nominated.**

Qualities to be considered:

- **Shares their ideas with other members.**
- **Should be active in community service, domestic abuse, education and/or environmental projects.**
- **Always willing to help and is an active volunteer.**
- **Sets examples by their actions and deeds.**
- **Unselfish and gives of their time.**
- **A team player/worker.**

A write up specifically stating the qualities to be considered including Pioneering involvement with their partner both past and present is required.

The Council's executive board must select and then submit the name of one Pioneer Partner, who has made an outstanding contribution to Pioneering.

The nomination documentation must be received by the designated date, which will be determined by the Chapter President.

TelecomPioneers

Hall of Fame Award

The 'Hall of Fame' Award honors those individuals that continually demonstrate outstanding leadership and volunteerism in the name of Pioneering. Each Chapter has the opportunity to select a candidate for this honor.

Once the candidates have been submitted to the Chapter President, he/she will call a special Executive Committee Meeting to review the candidate[s] documentation and call for a vote to select of the Chapter's honoree.

Reference the Regional Webpage: www.verizonpioneers.org [under "Documentation and Forms" for specific guidelines and applicable nomination form.]

For general information, the documentation/form has five categories to be completed describing the candidate's Pioneer accomplishments. These are:

- 1. Pioneer Leadership**
- 2. Community Service/Education**
- 3. Membership/Mentoring**
- 4. Fundraising**
- 5. Awards**

[The Chapter President will announce the specifics for the award and the nomination requirements/entry date.]

ADMINISTRATIVE GUIDELINES

Liberty Bell Chapter #6

Turnover Ceremony

Installation of Officers must be conducted by the current or a Past Chapter/Council President [as applicable].

Ceremony:

As installing Officer, I would like to welcome all of you to the installation of Officers, duly elected to serve Liberty Bell Chapter, [as applicable: Council] TelecomPioneers for the ensuing year. The installation of new Officers marks another important step in furthering the tradition of the TelecomPioneers: who demonstrate their loyalty, fellowship and service as the “Answer the Call of Those in Need”.

Our Pioneer colors are Blue and White with a touch of Gold. Blue represents the ultimate in truth and honest. White, the mixture of all colors, denoting the many duties and responsibilities of our organization and Gold is added as a balance and guiding light. These colors are woven into the texture of the Pioneer Organization and used as symbols throughout our installation ceremony.

It is now my pleasure to install your new Officers. Officers, as I introduce each of you, please approach the ceremony table and remain standing until the entire ceremony has been completed.

■ **Installation of the Members-At-Large ...**

You have elected two (or X number) new Members-At-Large to serve for the next two years.

Will, _____ (name) _____ and _____ (name) _____

Please come forward. Your responsibility is to assist the President of the Chapter/Council in disbursement of funds and decision making of the Chapter/Council. Do you accept this responsibility and promise to fulfill it to the best of your ability? (Response Yes)

I would like now to introduce the two (or X number) existing Members-At-Large with whom you will service.

Will _____ (name) _____ and _____ (name) _____

Please come forward.

■ **Installation of 1st & 2nd Vice President [Blue Candle] ...**

2nd Vice President

Will, _____ (name) _____ **2nd Vice President elect,**
please come forward.

_____ (name) _____ **as 2nd Vice President, it is your duty**
to assist the Vice President and President in the discharge
of their duties and responsibilities. In the absence of the
President or Vice President, you shall preside and perform
the duties of the office. Do you accept this office and
promise to fulfill it to the best of your ability? (Response ...
Yes)

1st Vice President

You have elected _____ (name) _____ **to serve as 1st**
Vice President. Will _____ (name) _____ please come
forward. The Blue candle represents the ultimate in truth
and honesty. As Vice President you must be ready at any
time to assume the duties of the President in the event of
their absence. You shall have all the power and perform
any and all duties required. Do you accept this office and
promise to fulfill it to the best of your ability? (Response ...
Yes)

_____ (name) _____ **and** _____ (name) _____
As a symbol of your pledge, will you both light the Blue
candle.

Past President

[Recognition]

Will, the Past President, please come forward. You have just completed a year of impressive service to the TelecomPioneers and Liberty Bell Chapter/Council. Our Chapter/Council's many accomplishments throughout the year indicate the quality of leadership and service you have given the Pioneers. It is our hope that the knowledge, which you have gained during your year as President, will always be at the disposal of your successors in order that all Pioneers may benefit. On behalf of Liberty Bell Chapter/Council, I commend you for a year of dedicated and unselfish service.

■ **Installation of President [White Candle] ...**

Now we come to the office of the President.

_____ *(name)* _____ , please come forward.

_____ *(name)* _____ , it is for you to add strength, stability, enthusiasm, and ideas and to continue the Pioneer traditions that have been passed along to us over the years. The White candle represents the many duties and responsibilities of the office. You have been given the highest honor the members of Liberty Bell Chapter/Council can bestow. By electing you as their President they look to you for leadership. It is your obligation to preside at all meetings, appoint the secretary, treasurer and committee chairpersons and fulfill the duties as provided in the Rules of Operation and Association By-Laws. Do you accept this office and promise to fulfill it to the best of your ability?

(Response ... Yes)

_____ *(name)* _____ , as a symbol of your acceptance will you please light the White candle.

_____ *(name)* _____ , this gavel is the symbol of your authority. Please accept it as a sign of your commitment to the high office. Use it wisely and with diligence, respect and determination.

Closing Remarks

The installation is now completed. These officers have pledged to serve Liberty Bell Chapter/Council to the best of their ability. Do the members of this Chapter/Council promise to give their support to these officers who have been appointed and elected to serve you? Please acknowledge by applauding.

You the members have pledge your support. Now, by the authority given to me, I declare the Officers of Liberty Bell Chapter/Council, TelecomPioneers to be regularly installed.

CONGRATULATIONS !

[At this time will all officers remain standing]

Pioneer Pin Ceremony

The Pioneer Pin, representing service, fellowship and loyalty is a symbol of office that is passed to each new officer.

Now share with us as we observe this time honored tradition.

- **Will the outgoing President please pin**

_____ *(name)* _____, **our President elect.**

- **Will _____ *(name)* _____, *(past 1st Vice President)*, please pin**

_____ *(name)* _____, **our incoming 1st Vice President elect.**

- **Will _____ *(name)* _____, *(past 2nd Vice President)*, please pin**

_____ *(name)* _____, **our incoming 2nd Vice President elect.**

- **Will _____ *(name)* _____, *(Past President)*, please pin**

_____ *(name)* _____, **our outgoing President.**

- **Will _____ *(name)* _____, the new incoming President, please pin all other officers:**

- **Secretary, Treasurer, Members-At-Large**

At this time I am pleased to introduce to you, Liberty Bell Chapter/Council's new President.

Pin Requirements:

Specific pins [max. 10] will be given out during the ‘Pining Ceremony” to the elected and appointed officers as follows:

■ **Past President Pin [1]**

■ **President Pin [1]**

■ **Officer Pin [8]**

1st Vice President

2nd Vice President

Members-At-Large (Max. 4)

Treasurer [Appointed]

Secretary [Appointed]

ADMINISTRATIVE GUIDELINES

Liberty Bell Chapter #6

Pioneer Memorial Service

General:

The Pioneer memorial service is for any Pioneer who has held an office or was a member in good standing. Although the service will not be used for a Pioneer Partner[s], a eulogy can be given to acknowledge the contribution of the deceased Partner.

For Chapter Past Presidents, current Chapter President or past Sr. Life Member Representative a tree will be planted in their honor at Valley Forge National Park. The Chapter will incur the cost with the approval of the Executive Board.

A Council may plant a tree in honor of any Pioneer and incur the cost.

Responsibility:

The Council President will be responsible for the following.

- **Contact the family of the deceased and ask if a memorial service is desired. Give brief explanation of the service.**
- **Contact the funeral home; determine time of service and location for setup of triangle. [Know in advance of who has the Pioneer triangle and insure that the candles (white, blue and gold) are on the triangle.]**
- **Determine who will do the service. Select three [3] Pioneers to place carnations in the casket as part of the service.**
- **Order three [3] white carnations from the local florist with one ribbon each ... white, blue and yellow. The ribbons represent the Pioneer colors.**
- **Thank the family and ask all Pioneers present to please stand and be recognized.**

Pioneer Memorial Service

Good Morning/Afternoon/Evening, I am **your name** of the Liberty Bell Chapter TelecomPioneers and **state your office** of [Chapter/Council]. Our Pioneer family is here [today/this evening] to pay our last respects to our fellow Pioneer **Name of Deceased** and to offer our heartfelt condolences to [his/her] family.

The TelecomPioneers is a nationwide organization of employees and retirees of the telecommunications industry. We work together to provide service to our communities and share in the fellowship of people with a common bond, helping others.

Our triangle represents Fellowship, Loyalty and Service along with the matching colors of White, Blue and Gold. *[Light the Candles]*

Name of Deceased was a dedicated Pioneer and will be remembered for, **[At this time give a brief review of the deceased Pioneer's service and activities in the organization.]**

As we say good-bye to our fellow Pioneer, we remember their unselfish commitment to the Pioneering creed **"Answering The Call Of Those In Need"** .

So let us remember **Name of Deceased** for [his/her]

- **FELLOWSHIP** with all Pioneers.
[Place WHITE carnation in casket/blow out WHITE Candle]
- **LOYALTY** to Pioneering and our sponsoring company.
[Place BLUE carnation in casket/blow out Blue Candle]
- **SERVICE** to all people in need.
[Place GOLD carnation in casket/blow out GOLD Candle]

We thank the family of **Name of Deceased** for letting us share in their grief and offer our heartfelt sympathy.

[Those Pioneers involved in the service go to the family and offer their sympathy.]